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9 July 1954

MEMORANDUM FOR THE RECORD

SUBJECT: The General Mark Clark Committee

1. On 8 July 1954 I conducted a meeting attended by Office Heads in the DD/A area, the Chiefs of the Management and Project Administrative Planning Staffs, the Assistant Director for Personnel, the Assistant Director for Communications, and the Director of Training. Those present were acquainted generally with the contents of my Memorandum for the Record dated 7 July 1954.

2. Each representative was requested to immediately undertake the preparation of a briefing (black book) for his particular Office and as soon as it was in rough draft to go over it with me so that I could present it to the CIA internal committee, after which it would be returned for preparation in final form. A deadline of 22 July was set for completion of the books. It was also understood that these books would be for use and study by General Clark and his Staff and that, in addition, formal, oral briefings would be expected to be given by component heads. I also asked those present to submit to me not later than Tuesday of each week any questions which they wished to ask the CIA internal committee so that I could take them up at the regular Wednesday meetings of the committee.

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L. K. WHITE  
Deputy Director  
(Administration)

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